

## VITAL MATERIALS REPORT FOR WEEK ENDING - 10 September 1954

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	2.8	.6	179.1
Maps	0	0	47.5
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	2.8	.6	356.0
B. (Measured by actual count)			
Cards (IBM)	46,764	72,790	3,995,704
Film Reels 35mm	24	2	5,580
Film Reels 16mm	7	4	2,133

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo.	1
OCD	1
OCI	1
ORR	1
** OSI	2
* DD/P	31
	37

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Office	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb. '52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules Are To Be Established	9
D. Offices Depositing This Week	12
E. Offices Delinquent in Depositing	2

Director's Office - No deposit since 18 June 1954  
General Counsel - No deposit since 6 Aug 1954

\* Material not accessible to Repository personnel.

\*\* One of two cabinets not accessible to Repository personnel.